

# **New Hire Required Paperwork Checklist**

## **Full-time (Civilian)**

**You are required to complete and bring the following forms and supporting documentation with you on your first day:**

- ☐ Employment Verification Documents (Form I-9)
  - You will complete the original form on your first day; however, you must bring with you appropriate original identity and employment eligibility documents.
- ☐ Benefit Enrollment Form (Core Benefits). You must have the following information and/or documentation when you submit your enrollment form:
  - Social Security numbers for all dependents, if applicable
  - Marriage Certificate or Divorce Decree, if applicable
  - Birth Certificates for dependent children, if applicable
  - School schedules for dependent children between the ages of 19 and 23, if applicable
- ☐ Arizona State Retirement System (ASRS) Enrollment **and** Beneficiary forms.
- ☐ Arizona Minimum Wage Law
- ☐ Arizona State Tax form
- ☐ Computer Use Acknowledgement
- ☐ Emergency Notification Request form
- ☐ Federal Tax form
- ☐ Unsigned Loyalty Oath. Loyalty Oath will be signed by you and witnessed by a Human Resources Representative on your first day of employment.
- ☐ Wage Withholding Request form.
  - Although you may not be subject to child support, you are still required to review the form.
  - Print your name, date and answer the question.
    - “No”, no additional information should be provided.
    - “Yes” you will need to make sure to have a copy of your Wage Assignment and Atlas number from the Court.

**The following represent documents for optional programs. You only need to complete these documents if you are interested in any of the optional programs offered:**

- ☐ Direct Deposit form accompanied by a voided bank check or a printed bank direct deposit document specific to your account.
- ☐ Mesa Choice Flexible Spending Plan
- ☐ Short Term Disability (STD) Enrollment form
- ☐ Supplemental Life Insurance Enrollment form.
  - If you are requesting more than the guaranteed issuance amount (100,000 for employees, 30,000 for spouse) you must provide the Evidence of Insurability form completed and signed.
- ☐ Appointment of Personal Representative